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DDA 84-0046/30  
3 August 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 3 August 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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c. Office of Finance and Office of Personnel officers met to discuss implementation of new pay schedules for Telecommunications Officers in the Office of Communications. The new pay schedules, called "Pay Banding," include five pay schedules with 29 to 32 steps in each schedule. The effective date of implementation is 1 October 1984.

d. Two officers from the Office of Information Services (OIS) completed their TDY to the Eisenhower Presidential Library. Among the more interesting material reviewed were documents from the President's Committee on Information Activities Abroad (known as the Sprague Committee after its Chairman Mansfield Sprague) and the Operations Coordinating Board. Conducting the library review on site saved the Agency time and unnecessary paperwork because the library did not have to send the material to OIS for review.

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f. The text for the booklet, "Quality of Life in CIA," is complete and has been sent to Printing and Photography Division, Office of Logistics (P&PD), for photographic coordination.

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i. The Office of Personnel and [ ] representatives met on 26 July to finalize 1985 health insurance rates. There will be an average 12 percent rate decrease for 1985 which, combined with selected increased benefits in next year's package, should be beneficial to Agency employees. Details will be provided at a later date.

j. In accordance with "excellence," senior Office of Personnel representatives met with Ms. Loretta Cornelius, Deputy Director of the Office of Personnel Management, as a follow-up to a briefing given by Ms. Cornelius to the President and the Cabinet on Federal Employee Productivity and Morale. Ms. Cornelius, who chaired the Cabinet Council's Working Group on Management Practices, described the areas under study and ideas generated to improve performance and morale. It appears the Agency is already utilizing many of the techniques the Working Group believes effective. Ms. Cornelius is forwarding additional materials which we will review to determine if further improvement can be instituted.

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k. The proposed planning for this year's Retirement and Financial Planning Seminar is underway. Previously known as the Retirement Information Seminar, it was decided to market the Seminar as a "financial planning" Seminar as well, inasmuch as a large portion of the Seminar covers financial topics. [ ] will once again serve as the coordinator. The dates are 16, 17, 18, 22, and 26 October. Agency retirement organizations will be given an opportunity to address the group.

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n. The fourth running of the Electronic Intelligence (ELINT) Orientation Course, completed on 27 July, was enthusiastically received by the students. This two-day course introduces students to: what ELINT is; where it comes from; how requirements are generated; and how ELINT is processed, analyzed and used in finished intelligence. The next running of the course is scheduled for 8 - 9 November.

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3. Significant activities anticipated during the coming week:

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